

5-Q-B: SECTION 25e PUPIL MEMBERSHIP TRANSFERS

Section 25e of the State School Aid Act (MCL 388.1625e) provides districts with the ability to count a proration of a full-time equated (FTE) for pupils who transfer from one district to another between the pupil membership count day (fall count) and the supplemental count day (spring count), provided that the pupil was counted in a district on the Fall Count date and is eligible to be counted in the district to which the pupil transferred pursuant to Section 6 of the State School Aid Act (MCL 388.1606).

A) Requirement for Counting in Membership

- 1) The pupil must have met the **pupil membership eligibility requirements** in Section 6(4) or 6(6) of the State School Aid Act (MCL 388.1606) in the district where the pupil was enrolled on the pupil membership count day.
- 2) The pupil must have met the **enrollment and attendance requirements on the pupil membership count day** as described in Section 6(8) of the State School Aid Act (MCL 388.1606) in the district where the pupil was enrolled on the pupil membership count day.
- 3) The pupil must have been claimed by another district for all or part of an FTE on the pupil membership count day.
- 4) The pupil transfer occurred between the pupil membership count day and supplemental count day of the current school year.
- 5) The pupil satisfies the residency requirement of Section 6(4) of the State School Aid Act or meets one of the exceptions provided in Section 6(6) of the State School Aid Act (MCL 388.1606) in the district making the claim under this section.
- 6) The portion of the full-time equated pupil membership for which a pupil is enrolled in 1 or more online courses under Section 21f of the State School Aid Act (MCL 388.1621f) shall not be counted or transferred under the pupil transfer process under this section.

B) Reporting Membership

The educating district or intermediate district may report the enrollment and attendance information to the Center for Educational Performance and Information (CEPI) through the pupil transfer process within 30 days after the transfer or within 30 days after the pupil membership count certification date, whichever is later. The ISD auditor will deny requests that do not comply with the 30-day requirement. Section 25e transfer requests may be submitted no earlier than the first day after the certification deadline for the Pupil Membership Count Day and must be submitted before the Supplemental Count Day.

The district shall report the "First Day in Attendance" as the first date when the pupil attended classes in the new district. If the pupil has enrolled in online classes, the date reported will be the date on which the pupil first logged into an online class. The date must be after the pupil membership count date (first Wednesday in October) and before the supplemental count day (second Wednesday in February).

For more information on reporting Section 25e membership, refer to the guidance found on CEPI's website at: <http://www.michigan.gov/cepi>.

C) Reviewing Membership Transfer Requests

The claiming district and the district that will be impacted by the Section 25e claim are responsible for reviewing the reported information. If a discrepancy is found, the intermediate school district auditor should be notified immediately.

The intermediate school district auditor reviews requests for membership transfer after submission to ensure that attendance information is accurate and that the amount of FTE claimed is valid. The auditor shall investigate a representative sample based on required audit sample sizes in the pupil auditing manual and may deny the pupil membership transfer.

For more information on reviewing Section 25e membership transfer requests, refer to the guidance found on CEPI's website at: <http://www.michigan.gov/cepi>.

D) Section 25e Reports

CEPI provides a detailed membership transfer report, which is available to authorized users through the MSDS under "Section 25," "Section 25 Summary Report." This report contains student level information and, for that reason, is only accessible to users with proper authorization.

This report will aid the district in reconciling Section 25e membership adjustments that have been included in the Fall membership figures in the district State Aid Financial Status Report.

Additionally, districts are able to view the current amount of FTE that has been gained or lost to date under the "Summary" tab of the "Audit Form" within MSDS.

E) FTE Calculation

The amount of FTE that will be transferred as a result of a Section 25e claim depends on the amount that was claimed on Pupil Membership Count Day by another district and the number of days that the pupil has been enrolled in the new district.

CEPI has provided detailed formulas in "Appendix B: Section 25 FTE Calculation" of the "Section 25 User Guide" located at: http://mi.gov/documents/cepi/Section25_User_Guide_437077_7.pdf

In addition, this process depends on a common financial calendar for FTE proration. The financial calendar is available on CEPI's website at:

http://mi.gov/documents/cepi/2013-14_Sec-25_Financial_Calendar_437064_7.pdf

F) Statutory References

State School Aid Act:

MCL 388.1606

MCL 388.1606a

MCL 388.1625e